

CITY OF CALEXICO

SUBMITTAL REQUIREMENTS

GENERAL PLAN AMENDMENT/ZONE CHANGE

I. STANDARD FILING REQUIREMENTS

A. SPECIFIC INFORMATION

The following specific information and material shall accompany a Uniform Application at the time of submittal. Applications will not be considered complete unless all requirements have been met.

1. Eighteen (18) copies of a detailed site plan, drawn to a scale on a 8.5"x 11" format, or larger if needed, indicating the subject site and current zoning classification, current General Plan designation, present land use, and special features or landmarks. This site plan shall also show all properties within 300 feet in and indicate the land use, zoning and General plan designation of these properties. These plans shall include the information specified under General Requirements.
2. A written justification outlining the reasons for such a change, and why this change would be the best planning for the subject area and the City.
3. Eighteen (18) copies of the Environmental Information Form (completed by applicant): Additional environmental documentation may be necessary before an environmental determination for the project can be made (i.e. whether project qualifies for a Negative Declaration or the preparation of an EIR is required).
4. Payment of Application fee or Deposit (The unused portion of the deposit will be returned upon final action, if any remain).

II. GENERAL REQUIREMENTS

Following is a description of the plans and information that may be needed to process a project and the amount of detail such a plan should contain.

A. DETAILED SITE PLAN including the following:

- Name and address of:
Applicant
Engineer and/or Architect
- Property lines and lot dimensions
- Assessor parcel Number(s)
- Dimensional locations of:
Access, both pedestrian and vehicular, showing service areas and points of ingress and egress.
Off-street parking and loading areas showing location, numbers and typical dimensions of spaces, and wheel stops placement.
Internal circulation pattern.
- Distances between buildings and/or structures.
- Building setbacks (front, rear, side).
- Location, height and materials of walls and fences (sections if required).

- All driveways to scale on adjacent and across the street properties within 100 feet of the subject site.
- Existing curbs, gutters, sidewalks and existing paving widths within 100 feet on adjacent and across the street properties.
- Typical street section.
- Nearest cross streets on both sides with plus or minus distances from subject site.
- Location of all buildings within 100 feet on adjacent properties.
- Existing sewers or nearest methods of sewerage.
- Across the street properties.
- Any existing drainage courses or storm drains.
- The expected uses of the site
- A vicinity map showing closest major across streets, zoning and existing land use.
- Existing and nearest fire hydrants.
- Distances from all sides of proposed building(s) to any building off site within 150'

**THE DECISION OF THE CITY COUNCIL ON GENERAL PLAN
AMENDMENTS AND ZONE CHANGES IS FINAL.**